

ADMINISTRATIVE—INTERNAL USE ONLY

5 September 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Notes for 8 September Meeting

- STATINTL
1. The DCI has requested that each Deputy Director report to him on 8 September on the records destruction procedures in effect in each Directorate.
 2. For your information, the total cubic feet of records destroyed by the Agency in FY 1972 was 82,877. This does not include CS Field destruction. Headquarters destroyed 79,331 cubic feet (including records retrieved from the Records Center). [REDACTED] destroyed 2,633 cubic feet.
 3. Within the Office of the DCI, destruction for FY 1972 totaled 4,737 cubic feet. The great bulk of this was concentrated in the Office of National Estimates which destroyed 4,245 cubic feet. The only other significant items were SAVA with 180 cubic feet and NIPE with 100 cubic feet.
 4. There was a slight reduction of about 700 cubic feet in the total records on hand within the Office of the DCI. A major share of this resulted from the transfer of the Cable Secretariat to the Office of Communications.
 5. At the conclusion of the fiscal year, the volume of material on hand at the Records Center had reduced by 71 cubic feet. There is a volume of 90,452 cubic feet of records, supplemental distribution, vital records, and Agency archives presently stored at the Records Center. The Records Center has a total volume of 148,556 cubic feet.

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6. About 172,000 square feet of expensive footage in the Headquarters buildings, including Rosslyn, [REDACTED] and the Chamber of Commerce Building, are being used for storing active records.

STATINTL

[REDACTED]
Special Assistant for Information Control

GFD:bec
Orig - Adse
1 - SAIC

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E X T R A C T

Morning Meeting of 29 August 1972

The Director asked the Executive Committee members, particularly the Deputies, to take a look at what progress is being made in destroying paper and went on to say he wishes to avoid another Records Management Crisis. Alluding to a luncheon meeting with some Career Trainees who wondered what happens to all the paper we receive and if we need it, the Director asked the Deputies to touch base with their Records Management Officers and report to him on 8 September.

(Above provided as a reminder)

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Executive Registry

13 September 1972

72-4926

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Status Report on IC Files and Papers

1. The current status of IC files and the program we have in being to keep an eye on it can be summarized as follows:

The IC Staff has 565 linear feet of files (as of July 1972) or about 1 four-drawer safe for each member of the staff. During the past year 100 linear feet of files have been destroyed and 76 linear feet have been retired to the Record Center, 55 of these are permanent and 21 temporary.

When the IC Staff came into being, many of the files of the NIPE Staff were reviewed to eliminate duplication, non-essential records and outdated material. These included the files of the NIRB, CCPC, IHC, IGCP, the Data Support Group and the Systems Analysis staff. Some other files, such as those of the [REDACTED] have been consolidated and there is a continuing program for retiring those records that must be kept but are not in current use. When the problem of space for the Staff has been finally settled, we will have a central registry which should centralize correspondence and reference files and reduce the burden of their maintenance on the various components of the Staff. It will also tend to discourage individual components from maintaining their own registry procedures, which is the tendency now.

2. It must be noted, however, that the IC Staff is in its first year and as individual components develop their programs, there is bound to be some increase in the size and number of files. With an active retirement schedule and periodic reviews, these increases should easily be kept within bounds.

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Bronson Tweedy
D/DCI/IC

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Two positive restrictions deter paper growth (Agency-wide):

- a. Limitations in floor space for holding records.
- b. Limitations in filing equipment. The Executive Director, in July 1971, prescribed a careful review procedure by senior Agency officers which must take place before any request for filing equipment (which must be fully justified) is approved. This measure has been effective; the Office of Logistics will not fill any filing equipment request which has not been appropriately approved.

Less positive in nature, and this subject to the imprecision of human behavior, including "pack-rat" tendencies, are the day-to-day procedures employed to limit paper growth in each office.

A legal prescription for disposal of paper is provided by the records control schedules, which each organizational element has. These schedules specify which materials must be kept permanently, destroyed after a given time, or retired to the Records Center. The effectiveness of Records Control Schedules as limitation devices varies somewhat but they are the basis for records disposition programs.

Attached as Tab A is a table showing Support Directorate records holdings -- both at the Records Center and at Headquarters. These data demonstrate that we have had minimal records growth -- in both places -- for the past three years.

As an important further step in holding down paper volumes, the Support Directorate has engaged in a number of microfilming efforts. Several typical examples are shown at Tab B. The Support Services Staff has established a microfilm program branch which is making strides toward centralized microfilm management -- Agency-wide. One function performed by SSS is to review all Agency requests for microfilm equipment and to guide requestors to the proper hardware. Additionally, SSS is conducting microfilm seminars and engaging in microfilm systems analyses as means of encouraging broader application of microforms for paper reduction as well as improved retrieval procedures.

Further demonstrative of the efficacy of microfilm is the Office of Communications/Cable Secretariat experience with cables. At present,

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outgoing cables are filmed within 30-45 days, the hard copy is sent to the Records Center after verification. Hard copies are destroyed at the Records Center upon receipt of the microfilm. Incoming cables are treated similarly, although at present a backlog exists with filming having taken place on cables dating through March 1972; verification has been completed through December 1971.

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DDS RECORDS

	Records Center	Office end-year Inventories	Records (from files) Destroyed in Office
1968	22,700	40,047	6,164
1969	22,200	40,599	8,345
1970	21,400	43,451	7,468
1971	21,800	45,171	6,814
1972*	21,807	44,794	8,661

*Does not include Cable Secretariat records; Cable Secretariat transferred to OC/DDS during FY 1972.

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MICROFILM

OF 540 Cu ft paper = 13 Cu ft of film (1092 reels)

Reduced headquarters holdings overall by 1084 cu ft.
Project under way to microfilm individual earnings
records which must, by law, be retained for 56 years.

OTR

Training Record

15 Cu ft paper = .3 cu ft film (24 reels)

Course folders

24 Cu ft paper = .6 cu ft film (48 reels)

CT files

16 Cu ft paper = .5 cu ft film

55 Cu ft paper = 1.4 cu ft film

OP

Screened 110 Cu ft. Destroyed 42 (retained 68)
in headquarters file section (this is a weeding out
process - destroying duplicates, buckslips, etc.)

Destroyed 687 cu ft in headquarters components.

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7 September 1972

**Control of Records Growth
in the Intelligence Directorate**

1. The mission and functions of the Intelligence Directorate result in the production of vast quantities of records, including paper, cards, tapes, maps, photographs and microfilm. There are seldom any severe records management problems encountered in the dissemination and use of Directorate products, but the storage and maintenance of retired records continue to be matters of major concern.

2. The Records Control Schedule in use in each Directorate Office is our best tool in the control of retired records and in planning the destruction or retirement of active office records. In pursuing plans for limiting the growth of records reviewed Control Schedules with a view to periods of time for which records are held before destruction, and with the aim of retaining active office records instead of records when their operational usefulness ends.

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3. At the end of each fiscal year, the CIA Records Administration Staff makes a report to the National Archives of the total Agency records on hand at Headquarters. The Staff compiles the figures from information collected from each Directorate. Intelligence Directorate figures are as follows:

<u>End FY 1971</u>	<u>End FY 1972</u>	<u>Destroyed at Hqs, 1972</u>
130,221 cubic ft.	118,350 cubic ft.	52,976 cubic ft.

4. From July 1968 through January 1971, by order of the Executive Director all Directorates concentrated on purging records which were held at the Records Center

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7. The use of microfilm in the DDI has been based upon several considerations. For example: Is the hard copy clearly reproducible in microform? Will the microform system allow ready reference and retrieval upon demand? Will the system yield advantages other than space-saving? Will the useful life of the records justify the cost? Will the advantages of microform over hard copy justify the cost? We have available CRS and Printing Services personnel who are trained and experienced in microfilm techniques and applications, and from whom we have had help with specific problems. Microfilm activities in the DDI have been planned, and were not initiated with the thought of space-saving alone. Identification of some activities follow:

a. Microfilming of records has been in use in the Intelligence Directorate since early 1950's, when CRS became actively engaged in micro-miniaturization of intelligence information reports. At the present time, 235 thousand documents out of current receipts are being placed on microfilm aperture cards annually; the collection totals over six million cards. In addition over the past two years CRS has microfilmed some 300 thousand documents from its back files and seven million index cards. For the SRS over 21 thousand reference documents were put on microfilm and a project has been started to microfilm the DDI's National Security Council files.

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c. NPIC is engaged in on-going microfilm programs, ended FY 1972 with 120 cubic feet of microforms, including contract proposals, manuals, technical documents, map and mission charts, technical drawings, couriers receipts, Photo Interpreter reports and special projects. The majority of this material is in support of the Photo Interpreters.

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1 September 1972

MEMORANDUM FOR: Special Assistant for Information Control
SUBJECT : Floor Space Required for Filing Equipment

1. Following are figures reflecting the floor space required to accommodate filing equipment of all varieties used in the storage of records in headquarters and field installations, with the exception of DDP. DDP has informed us that they will provide us with their figures in November.

2. The figures provided below have been extracted, in most cases, from inadequately prepared filing equipment inventories. Only after considerable double-checking with the Records Officers, were we able to obtain adequate information to arrive at this, which I now consider to be a fairly good estimate. We included aisle or work space in arriving at these floor space requirements.

3. The square footage being utilized by the Directorates is as follows:

DCI	5,062 square feet
DDI	* [#] 96,178 square feet
DDS	51,362 square feet
DDS&T	<u>19,360</u> square feet
<u>TOTAL</u> 171,962 square feet	

*Includes CRS Library book collection of 7,146 cubic feet.
**Represents the NPIC/IAS holdings of 2,419 cubic feet.

4. The difficulties we experienced in arriving at these footages is another example of the need for training of our Records Officers. I am certain the next Equipment Inventory will be easier to perform STATINTL and contain less estimative qualities.

[REDACTED]
Acting Chief
Records Administration Branch